

CHAPTER 61 STANDARDS FOR STATE COMMUNITY CORRECTIONAL UNITS

**PART I.  
INTRODUCTION.**

**6 VAC 15-61-10. Definitions.**

The following words and terms when used in this chapter shall have the following meaning, unless the context clearly indicates otherwise:

"Arrest authority (PB-15)" means a warrant issued by Parole Officers for the arrest and detention of a delinquent offender.

"Boot Camp (Shock Incarceration Program)" means a highly regimented military style residential program, supplemented with educational programming, and which is restricted to youthful, non-violent offenders.

"Case record" means a confidential written record regarding an offender which includes documentation of all action which has occurred.

"Chemical agent" means an active substance, such as tear gas, used to deter activities that might cause personal injury or property damage.

"Commissary" means a general store where offenders can purchase approved items.

"Community correctional facilities" means diversion centers, detention centers, and boot camps.

"Community Corrections Operating Procedures (CCOP)" means an operational manual providing guidelines for community corrections staff.

"Community re-entry plan" means a plan devised to address transition needs from a community program or facility to community supervision.

"Conditions of supervision" means a document that details the rules an offender must abide by in order to successfully complete supervision.

"Contraband" means items prohibited on unit premises by statute, regulation, policy or procedure.

"Day Reporting Center" means a non-residential community based program that provides intensive supervision, substance abuse counseling, education training, work placement, and other therapeutic interventions.

"Department" means the Virginia Department of Corrections.

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"Detention Center Incarceration Program" means a residential program that provides regimented, highly structured, paramilitary style training. The emphasis is on work, educational, and therapeutic programs.

"Diversion Center Incarceration Program" means a highly structured, community-based residential program used as an alternative to incarceration, which provides 24-hour supervision and treatment services. The emphasis is on gainful employment in the private sector.

"Early release" means release prior to the specified term of supervision.

"Foot-candle" means a unit for measuring the intensity of illumination, defined as the amount of light thrown on a surface.

"Furnishings in offender living areas" means item authorized by the department to be placed in inmate living areas.

"Grievance procedure" means methodology that affords a formal process to address complaints with administration.

"Health authority" means staff who are qualified by virtue of appropriate training and experience to render health services within their discipline, which includes a physician, nurse, dentist, psychiatrist, psychologist, social worker and/or an independent health care provider.

"Health care services" means provision of care for an offender's medical needs by one who is qualified by virtue of appropriate training and experience to render health services within their discipline, which includes a physician, nurse, dentist, psychiatrist, psychologist, social worker or an independent health care provider.

"Health record" means confidential written record which documents all health services rendered during program participation.

"Manual" means written guidelines for specified operational procedures.

"Offender" means any person placed under the supervision of the Virginia Department of Corrections.

"Office of Health Services" means the central office health authority for the Department of Corrections that is responsible for arranging for all levels of health care and providing quality, accessible health services to all inmates.

"Officer" means any person authorized by the Virginia Department of Corrections to provide supervisory services to offenders and/or prepare investigative reports.

"Permanent log" means a written record of a facility's activities that cannot be altered or destroyed subject to state law.

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"Plan of supervision" means the goals and objectives of supervision that should be jointly developed between the offender and supervising staff.

"Post log" means a written record for the recording of activities or unusual incidents for a specific security position.

"Post order" means that document which outlines the duties, responsibilities, and emergency procedures of that post in the facility.

"Post-sentence report" means a criminal and social history of an offender prepared after sentencing.

"Potable water supply" means water supply suitable for drinking.

"Pre-sentence report" means a criminal and social history of an offender prepared prior to the sentencing event.

"Unit" means a program or facility designed to provide supervision, surveillance, and treatment to probationers, parolees, and/or offenders on post release supervision, as well as investigative services to the Courts, the Department, and the Parole Board, and includes Probation and Parole Districts, Detention Centers, Diversion Centers, Day Reporting Centers and Shock Incarceration Programs.

"Unit head" means that individual in a public or private agency who has overall responsibility for the operation of a program or facility, including the application of state funds provided for that purpose.

"Violation" means an action or inaction by an offender that is contrary to the conditions of supervision and is considered technical when it does not involve the commission of a new offense.

"Volunteer" means an individual who provides services without compensation.

"Work program" means structured activities which provide services to the Department and/or community.

**6 VAC 15-61-20. Legal standard.**

Nothing contained in these regulations shall be construed as setting a legal standard for the management or operation of any facility for purposes of litigation by offenders.

**6 VAC 15-61-30. Responsibility; enforcement.**

A. The unit head shall be responsible for ensuring that the requirements described in these standards are implemented.

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B. These regulations shall be enforced through the Board of Corrections regulation, 6 VAC 15-20-10 through 6 VAC 15-20-230, Regulations Governing Certification and Inspection.

**PART II.**  
**GENERAL ADMINISTRATION AND MANAGEMENT.**

**6 VAC 15-61-40. Organization and administration.**

A. The unit shall maintain an organizational chart reflecting the current structure of authority.

B. Written procedure and practice shall provide for participation of employees in staff meetings relating to their respective duties.

C. Designated staff shall maintain and keep current a copy of the Community Corrections Operating Procedures. The CCOP shall be made accessible to all employees.

D. The unit head or designee shall maintain and keep current copies of the Department's Policy and Procedures Manual, Secretarial Administrative Manual and the Department of Personnel and Training Policies and Procedures Manual. Upon request of any employee, the Unit Head shall make available any of these manuals.

E. Written policies and procedures for unit operation and maintenance shall be maintained, reviewed, and updated as needed by the unit head. All employees shall have access to the policy and procedure.

F. Written procedure and practice shall govern the dissemination of offender information to the public, address confidentiality requirements, and designate who may provide such information.

G. Written procedure and practice shall provide for the investigation of citizen complaints about the unit.

H. The Unit Head shall ensure that any leased or rental facility complies with applicable state and local building codes , as well as health codes.

**6 VAC 15-61-50. Personnel.**

A. Written procedure and practice shall provide for the confidentiality of personnel records.

B. A criminal record check shall be conducted on all employees prior to employment.

C. A written performance evaluation for each employee shall be completed at least every 12 months based upon defined criteria, and shall be reviewed and discussed with the employee.

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D. The unit head or designee shall maintain a current and accurate personnel record on each employee.

E. Written procedure and practice shall provide for employees to challenge information in their personnel record and to have it corrected or removed if proven to be inaccurate.

F. All classified, non-probationary employees shall have access to the Virginia Grievance Procedures.

**6 VAC 15-61-60. Citizen and volunteer involvement.**

A. Written procedure and practice shall govern citizen involvement in the unit's programs and shall include recruitment, selection, training, orientation, responsibilities, supervision, and termination of volunteers.

B. Unit staff shall document that volunteers complete an orientation and training program before participation in their assignments and agree in writing to abide by unit policies and procedures.

**6 VAC 15-61-70. Training and staff development.**

A. Upon employment, each new employee shall satisfactorily complete all basic training and subsequent in-service training requirements as specified by the Department of Corrections and the Division of Operations.

B. An employee shall not assume sole responsibility for any working shift prior to the completion of orientation of unit policy and procedures.

C. Written procedure and practice shall provide that all personnel authorized to carry firearms successfully complete the Department's mandated firearms training and any subsequent re-certification.

D. All personnel authorized to use chemical agents are trained in their use and in the treatment of individuals exposed to a chemical agent.

**6 VAC 15-61-80. Fiscal management.**

A. The unit's budget process shall comply with procedures and instructions of the department, division, and region.

B. The unit head shall monitor and review the expenditure of budgeted funds on a continuing basis.

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C. The unit head shall be responsible for the collection, safeguarding, and disbursement of all monies in accordance with court order, department, and unit procedures.

D. Written procedure and practice regarding collection, safeguarding, and disbursement of monies shall be provided to staff.

E. There shall be no co-mingling of any offender funds or funds received from offenders with unit funds.

F. Written procedure and practice shall govern the operation of offender accounts. This subsection is not applicable to Probation and Parole Units or Day Reporting Centers.

**6 VAC 15-61-90. Case records.**

A. Written procedure and practice shall specify the utilization and maintenance of case records, including the recording of significant events and decisions.

B. Case records shall contain a signed copy of the conditions of supervision.

C. Written procedure and practice shall provide for the retention and disposition of inactive case records.

D. Case records shall be safeguarded from unauthorized and improper disclosure.

E. Case records shall be reviewed by supervising staff in accordance with written procedure.

**PART III.**

**STANDARDS APPLICABLE ONLY TO PROBATION/PAROLE AND DAY REPORTING CENTERS.**

**6 VAC 15-61-100. Supervision.**

A. The district's average caseload shall not exceed 60 offenders. This subsection is not applicable to Day Reporting Centers.

B. Written procedure and practice shall specify the classification and supervision of offenders in order to safeguard the community and meet offender program needs.

C. Written conditions of probation, parole, or post release supervision shall be furnished to the offender. Assistance shall be provided if an offender does not understand the conditions.

D. Written procedure and practice shall provide that emergency supervision services be available 24 hours a day.

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E. Supervision goals and objectives shall be developed and reviewed with the offender and adjusted based on performance in the community. Offender supervision shall be in compliance with the standards of supervision.

F. Offenders shall not be confronted with possible violation of supervision for failure to meet financial obligations that are not conditions of supervision or required by state law.

G. Written procedure and practice shall permit the supervising officer to recommend early release from active supervision.

H. Written procedure and practice shall require that all arrests and alleged violations be recorded, investigated and, if appropriate, reported in writing to the revoking authority.

I. Written procedure and practice shall provide for the issuance and execution of the Arrest Authority (PB-15).

J. Officers shall be permitted to carry a Department issued firearm in the performance of their duties in accordance with Community Corrections Operating Procedures.

K. Written procedure and practice shall govern the security, storage, and use of firearms and ammunition.

L. Written procedure and practice shall govern the use of chemical agents.

**6 VAC 15-61-110. Investigations.**

A. Unit staff shall conduct investigations in accordance with procedures provided by the Department of Corrections, Division of Operations, Virginia Parole Board, and appropriate courts.

B. Written procedure and practice shall allow the use of staff other than probation and parole officers for the collection of information necessary for the completion of any properly assigned investigation.

C. The pre-sentence report shall be prepared in the Department of Corrections' approved format and submitted to the court for review and evaluation as specified in the Code of Virginia unless otherwise directed by the court.

D. Written procedure and practice shall require timely transmittal of pre-sentence reports to the appropriate departmental unit.

E. Written procedure and practice shall require timely transmittal of post-sentence reports to the appropriate departmental unit for those offenders who have been sentenced to a term of confinement in the Department of Corrections by the court(s) within the district's jurisdiction.

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**PART IV.**  
**STANDARDS APPLICABLE ONLY TO COMMUNITY CORRECTIONAL FACILITIES AND**  
**DAY REPORTING CENTERS.**

**6 VAC 15-61-120. Offender services.**

- A. Staff shall provide offenders with the Center's written rules and regulations.
- B. There shall be documented eligibility criteria for acceptance.
- C. Each offender shall be assessed according to policies and procedures for services.
- D. Staff shall review changes in the plan with the offender and document these changes.
- E. The unit head shall develop and implement written policies and procedures for community service.
- F. Each unit shall be permitted to establish an Advisory Committee, which serves as a link between the Center and the Community.
- G. For diversion centers only, verification of offender whereabouts when not in the facility shall be governed by written procedures. The forms of verification shall include, but not be limited to:
  - 1. Random telephone contacts to the authorized destination;
  - 2. Random on-site visits to authorized destination.

**6 VAC 15-61-130. Program and health Services (Applicable only to diversion centers).**

- A. Criteria for acceptance into the program and intake shall be governed by written policy, procedure and practice.
- B. Staff shall complete an initial information form on each offender admitted into residency.
- C. Staff shall distribute a copy of the criteria for acceptance and intake policies and procedures to referral sources and interested parties.
- D. Staff shall provide, in writing to the referral source, reasons for non-acceptance into the program.
- E. Staff shall design a plan of supervision in conjunction with the offender that includes expected behavior and accomplishments.
- F. At the time of intake, program staff shall review available services with the offender.



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G. Staff shall review offender progress with the offender. The outcome of each review shall be documented in the offender's case record.

H. Written procedure and practice shall provide the offender an opportunity for family and community involvement.

I. Offenders shall be permitted to attend religious services and to receive visits from representatives of their respective faiths.

J. Staff shall provide for recreational and leisure time activities.

K. Staff shall make referrals, when needed, for supervision in the community and shelter.

L. Staff shall use community resources, either through referrals for service or by contractual agreement, to provide offenders with the services to become self-sufficient.

M. Written procedure and practice shall govern the possession and control of prescribed medications and over-the-counter drugs.

**PART V.****STANDARDS APPLICABLE TO COMMUNITY CORRECTIONAL FACILITIES.****6 VAC 15-61-140. Physical plant.**

A. Offender living areas shall have sanitation facilities to include access to: (Special housing requirements may be altered to ensure safety and security.)

1. A toilet above floor level which is available for use without staff assistance 24 hours a day.
2. Shower and bathing facilities, with hot and cold running water.
3. A bed above floor level.
4. Enclosable storage space or locker.
5. A wash basin with potable water, and hot and cold water.

B. Space shall be provided for visitation, private counseling, and group meetings.

C. Reasonable accommodations shall be available for the disabled.

D. Space shall be provided at the unit to store and issue clothing, bedding, cleaning supplies, offenders' property, and other items required for daily operations.

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- E. Adequate space shall be provided for administrative, security, professional, and clerical staff.
- F. Separate and adequate space shall be provided for mechanical and electrical equipment.
- G. Written procedure and practice shall specify a preventive maintenance program for the physical plant. The program shall include documentation of work performed, provisions for emergency repairs, or replacement in life threatening situations, and provisions for capital repairs.
- H. Sleeping quarters and bathroom areas shall have a minimum of 20 foot-candles of light.
- I. Sleeping quarters shall be properly ventilated with circulation at least seven cubic feet per minute of outside air or re-circulated air conditioning no less than 25% outside air per minute per occupant.

**6 VAC 15-61-150. Safety and emergency procedures.**

- A. There shall be written emergency plans which outline duties of staff, procedures, and evacuation routes. Emergency plans shall include responses in the event of fire, chemical release, power, water, heat loss, natural disaster, taking of hostages, riots, disturbances, absconding, bomb threats, suicide prevention/intervention, death and adverse job action. Plans shall be reviewed every 12 months by all staff. The review shall be documented.
- B. There shall be a posted floor plan showing evacuation routes. The fire plan shall be reviewed at least every 12 months by the State Fire Marshal.
- C. Fire drills shall be performed in accordance with emergency plan and include evacuation of offenders (except where security would be jeopardized). Fire drills shall be held, documented, and evaluated for effectiveness, at least every three months.
- D. There shall be documentation that, through site visits every 12 months, the local fire department is familiar with the available equipment, physical layout, and emergency procedures of the unit. Additional site visits shall be required in case(s) of structural changes or additions to the unit.
- E. The unit shall have the equipment necessary to maintain essential lights, power, and communications in an emergency. Testing shall be performed every three months and shall be documented.
- F. The Unit Head shall ensure the facility complies with the regulations of the state or local fire safety authority which has jurisdiction over the facility.
- G. Written procedure and practice shall provide for an inspection of the unit for compliance with safety and fire prevention standards at least every 30 days by a qualified departmental staff member. This procedure shall be reviewed at least every 12 months and updated as needed. In

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conjunction with the individual responsible for the unit safety, action plans to correct deficiencies shall be written and directed to the unit head.

H. The unit shall have a manual fire alarm or an automatic smoke detection system, or an automatic fire suppression system in all sleeping and living areas, and action plans shall be written and submitted for all areas of deficiencies. Other areas of the unit shall also have fire detection and suppression equipment as required by the State Fire Marshal.

I. Written procedure and practice shall specify the unit's fire protection equipment type, use, and testing to include:

1. Availability of equipment at appropriate location throughout the unit.
2. Training on the use of equipment.
3. Inspection of extinguishers at least every 12 months.
4. Inspection of range hoods at least every six months, and cleaned as necessary.  
Inspections shall be performed by trained and qualified personnel.
5. Inspection of detection and suppression systems at least every three months.
6. Testing of fire alarms for function at least every three months.

J. Furnishings in offender living areas, including cleanable, non-toxic and flame-retardant mattresses and pillows, shall be selected based on known fire safety performance characteristics and in conformance with departmental procedures. Furnishings which no longer meet fire safety performance specifications shall be repaired or removed from service. This subsection is not applicable to Diversion Centers.

**6 VAC 15-61-160. Security management.**

A. There shall be a manual containing all procedures for unit security and control, with detailed instructions for implementing these procedures. The manual shall be available to all staff and procedures are reviewed and updated as necessary.

B. There shall be a written post order for each security post and a requirement for officers to read and be familiar with the order each time they assume a new post. Supervising personnel shall document that the post order has been discussed with the officer. Post orders shall be reviewed at least every 12 months.

C. Written procedure and practice shall require that correctional staff maintain a post log for each permanent post and other areas deemed necessary by the unit head. Such post logs shall record routine information, emergency situations, and unusual incidents.

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D. Written procedure and practice provide that the unit maintains a written record of all security equipment.

**6 VAC 15-61-170. Security and control.**

- A. The unit shall have a system for physically counting offenders.
- B. Written procedure and practice shall provide that staff regulate offender movement.
- C. Written procedure and practice shall provide for searches of the unit, staff, offenders, and visitors to control contraband and provide for disposition of the contraband pursuant to state law.
- D. There shall be procedures concerning the operation and use of official vehicles and personal vehicles on state property, to include provisions for parking in designated areas and for ensuring that the vehicle is left locked with the windows rolled up when not in use.
- E. Written procedure and practice shall govern the use of force, firearms, chemical agents, and security equipment.

**6 VAC 15-61-180. Keys and Equipment.**

- A. Written procedure and practice shall govern the distribution, use, and control of keys within the unit.
- B. Written procedure and practice shall govern the use and storage of all tools, culinary equipment and hazardous materials, including flammable, toxic, and caustic materials, as well as security equipment.

**6 VAC 15-61-190. Security, isolation and detention.**

Written procedures and practice shall govern detention and removal of offenders. Written procedure shall provide for the issuance and execution of the arrest authority (PB-15).

**6 VAC 15-61-200. Food service.**

- A. Food service operations shall be supervised by a full-time staff member who is experienced in food service management. (This standard is not applicable to contracted services.)
- B. All meals shall meet or exceed nationally recommended dietary allowances.
- C. Written procedure and practice shall require that accurate records are maintained of all meals served and that meals are planned in advance to assure proper food flavor, temperature, and appearance.

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D. Written procedure and practice shall provide for special diets as prescribed by appropriate medical or dental personnel.

E. Written procedure and practice shall require that at least three meals (including two hot meals) are provided at regular meal times during each 24-hour period, with no more than 14 hours between the beginning of the evening meal and the beginning of breakfast. Variations may be allowed based on weekend and holiday food service demands and security needs, provided basic nutritional goals are met.

F. Food service personnel, including offenders, shall receive a pre-assignment medical examination by medical personnel (and an examination at least every 12 months thereafter) to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils. Offenders and other persons working in food service shall be monitored continuously for health and cleanliness by the food service manager or designee.

G. Written procedure and practice shall require weekly inspections of all food service areas, including dining and food preparation areas and equipment, by the person supervising food service operations or designee.

H. Shelf goods shall be maintained properly and safely. Refrigerated foods shall be stored at 45°F or below, and frozen foods shall be maintained at 0°F or below. Refrigerator and dishwasher temperature shall be checked daily.

**6 VAC 15-61-210. Sanitation and hygiene.**

A. The unit shall comply with the requirements of appropriate regulatory agencies with regard to the potable water supply, control of vermin and pests, emissions, and water disposal systems.

B. The unit shall provide housekeeping and maintenance to ensure the facility is clean and in good repair.

C. Written procedure and practice shall provide for weekly sanitation inspections of the facility by designated staff. A report of findings and recommended corrective action shall be submitted to the unit head.

D. Written procedure and practice shall provide for the issue of clean suitable clothing to offenders. Protective clothing and safety equipment shall be provided when appropriate.

E. Written procedure and practice shall provide clean bedding, towels, washcloths and blankets to all offenders.

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F. Written procedure and practice shall provide for the weekly laundering of bedding and clothing.

G. Written procedure and practice shall ensure that hair care services are available to offenders. When such services are provided at the facility, they must comply with applicable health requirements.

H. Written procedure and practice shall require that articles necessary for maintaining proper personal hygiene are available to all offenders through the unit commissary. Offenders shall be issued necessary personal hygiene articles. This standard is not applicable to diversion centers.

**6 VAC 15-61-220. Health care services.**

A. Written procedure and practice shall provide that the unit head, in conjunction with the health authority, ensures that offenders are provided with health care services.

AA. An offender co-pay program for health care services shall be administered in accordance with departmental procedures and shall require the following elements:

1. Written procedures shall govern the health care co-pay program and, at a minimum, specify the following information:
  - a. health care services which are subject to fees;
  - b. fee amounts;
  - c. payment procedures;
  - d. health care services which are provided at no cost;
  - e. fee application to medical emergencies, chronic care, and pre-existing conditions; and
  - f. written notification to offenders of proposed fee changes.
2. Offender payment for medical services shall be in accordance with set fees based upon only a portion of the costs of these services.
3. Offenders shall be advised of health care services and payment procedures at the time of admission or orientation. Such orientation shall be acknowledged in writing.
4. Written procedure and practice shall provide that no offender will be denied access to medically necessary services based upon ability to pay.

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5. A separate account or accounting process shall be established and used exclusively for the deposit and disbursement of health services fees. Fee collections and disbursements shall be governed by generally accepted accounting principles.

B. Written procedure and practice shall provide access to adequate health care, 24-hour emergency medical services, and for a system for processing complaints about health care. These procedures shall be communicated to offenders upon arrival at the unit.

C. Written procedure and practice shall provide that there are provisions for continuity of health care from admission to discharge

D. Written procedure and practice shall require that the Office of Health Services conduct a documented, quality assurance review for each unit every other year. Action plans shall be written for all areas of deficiency. This subsection is applicable to those facilities that provide health care services onsite to offenders.

E. Written procedure and practice shall govern the use of restraints for medical and psychiatric purposes, and shall identify the authorization needed, as well as when, where, and how restraints may be used and for what duration of time

F. Written procedure and practice shall require that all medical, psychiatric, dental, and nursing matters involving medical judgment are the sole provinces of the responsible physician, dentist, and nurse, respectively.

G. Written procedure and practice shall provide that the medical staff reports immediately to the unit head and Office of Health Services any condition that poses a threat to health and safety. This subsection is applicable to those facilities that provide health care services onsite to offenders.

H. Written procedure and practice shall ensure that the unit provides adequate space, equipment, supplies, and materials for the delivery of health care, when such service is provided on site.

I. Written procedure and practice shall provide that first aid kits and emergency medical supplies are inventoried and perpetually available.

J. Written procedure and practice shall require that medical staff are responsible for checking, maintaining and testing all medical equipment according to manufacturers' recommendations and that the equipment is safeguarded from offender access. This subsection is applicable to those facilities that provide health care services onsite to offenders.

K. Written procedure and practice shall require that all medical personnel who provide health care services to offenders meet state licensure, certification and registration requirements. This subsection is applicable to those facilities that provide health care services onsite to offenders.

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L. Written procedure and practice shall provide that all treatment by health care personnel other than physician, dentist, psychologist, optometrist, and other independent provider is performed pursuant to written protocols by personnel authorized by law to give such orders.

M. Written procedure and practice shall provide that non-medical personnel involved in the distribution and/or administration of non over-the-counter medications or in providing other medical services are trained according to Department of Corrections, Office of Health Services' procedures.

N. Written procedure and practice shall provide for on-site emergency first aid, CPR and crisis intervention. In addition, direct care and custodial staff are trained to recognize signs and symptoms of mental illness and chemical dependency.

O. Offenders shall not be used for the following duties:

1. Performing direct patient care services, with the exception of assisting in feeding and movement by wheelchair, stretcher, and turning patient over in bed;
2. Scheduling health care appointments;
3. Determining access of other offenders to health care services;
4. Handling or having access to surgical instruments, needles, medications, and medical records; and
5. Operating diagnostic and therapeutic instruments.

P. Written procedure and practice shall provide that health care personnel are provided opportunities for orientation and training.

Q. At the time of the offender's referral, a medical assessment shall be completed. Staff shall be made aware of special medical problems.

R. Written procedure and practice shall provide that all offenders undergo a health screening by qualified medical personnel upon arrival at the unit or no later than one working day thereafter. All findings shall be recorded on forms approved by the Office of Health Services.

S. Written procedure and practice shall provide for the identification and management of tuberculosis and other communicable diseases and that these policies and procedures are updated as new information becomes available.

T. Written procedure and practice shall provide that offenders have access to mental health services.



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U. Services shall include a mental health screening upon arrival, crisis intervention, and a system to return the offender to the originating jurisdiction when mental health services are beyond the resources of the unit.

V. Written procedure and practice shall provide that treatment of an offender's health problems are not limited by the resources available within the unit and that hospital care is available for emergency needs at a facility outside the unit.

W. Written procedure and practice shall require that regularly scheduled sick call is conducted by qualified health care personnel and is available to all offenders. This subsection is applicable to those facilities that provide health care services onsite to offenders.

X. Written procedure and practice shall prohibit offenders from choosing their own health care provider, and require procedures for documentation of refusal to accept treatment. This subsection is applicable to those facilities that provide health care services onsite to offenders.

Y. Written procedure and practice provide that written informed consent for offender health care is obtained where required and documented.

Z. When health care is rendered against the patient's will, it shall be in accord with state and federal laws and regulations.

**6 VAC 15-61-230. Health records.**

A. Written procedure and practice shall govern the creation, organization, maintenance, and storage of a complete health record for each offender, which documents all the health services rendered during the entire period of participation.

B. Written procedure and practice shall provide for confidentiality of the health record and support the following requirements:

1. The health record shall be maintained separately from the unit record.
2. Access to the health record shall be controlled by the health authority and is granted only to those who require it under departmental procedures.
3. The health authority shall share with the unit head information regarding security, offender medical management, and ability to participate in programs.

C. Written procedure and practice shall require that inactive health record files are retained as permanent records in compliance with departmental procedures.

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**VAC 15-61-240. Pharmacy services.**

Written procedure and practice shall govern the possession, control, and distribution of prescribed medications and over-the-counter drugs.

**6 VAC 15-61-250. Serious illness and death.**

A. Written procedure and practice shall specify and govern the process by which those individuals designated by the offender are notified in case of serious illness, injury, or death.

B. Written procedure and practice shall specify and govern the actions to be taken in the event of an offender death.

**6 VAC 15- 61-260. Legal and programmatic rights of offenders.**

A. Written procedure and practice shall provide that program access, work assignments, and administrative decisions are made without regard to offender's race, religion, national origin, sex, handicap, or political views.

B. Written procedure and practice shall protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.

**6 VAC 15-61-270. Offender rules and discipline.**

A. Written rules of offender conduct shall specify prohibited acts and disciplinary procedures. Signed acknowledgment of receipt of the rules shall be maintained in the offender's file.

B. Written procedure and practice shall provide for an offender disciplinary procedure.

**6 VAC 15-61-280. Mail, telephone, and visiting.**

A. Written procedure and practice shall govern offender correspondence, which includes:

1. Procedures which ensure that offender mail shall not be read except where there is a reasonable belief that there is a threat to unit order and security, and then only in accordance with written procedure.
2. Inspection of offender mail for contraband, and disposition of contraband.

B. Written procedure and practice shall govern offender telephone privileges.

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C. Written procedure and practice shall provide visiting privileges for offenders and specify the time, screening, frequency, number of visitors and make provisions for special visits.

**6 VAC 15-61-290. Work programs.**

A. Written procedure and practice shall provide for offender participation in a work program.

B. Employees shall be trained in offender work supervision prior to independent functioning as work supervisors.

**6 VAC 15-61-300. Educational services, religious programs, and counseling.**

A. The unit shall provide access to academic programs.

B. Offender's attendance and participation in religious services and activities shall be voluntary.

C. Written procedure and practice shall provide for a system of programs at each unit.

D. Written procedure and practice shall provide that staff is available to counsel offenders and that provision is made for counseling and crisis intervention services.

E. Treatment and professional services shall be provided by persons qualified by either formal education, training and/or licensure.

F. Written procedure and practice shall provide that a community re-entry plan be developed for each offender and submitted to the receiving unit prior to discharge.

These standards are full, true, correctly dated, adopted by the Board of Corrections on April 15, 1998, and effective on September 17, 2000.

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Fred L. Finkbeiner  
Chairman  
Board of Corrections

**STANDARDS FOR STATE COMMUNITY CORRECTIONAL UNITS**  
**6 VAC 15-61**

Board of Corrections  
Adopted: April 15, 1998  
Effective: September 17, 2000